

SECRET

SUPPLEMENT 1

INSTRUCTIONS FOR THE PREPARATION OF FITNESS REPORTS

Section IV of Form No. 37-189 (Redesignated Form No. 45) and Form No. 45A reflects six check columns under the general caption "CATEGORIES". Of these columns, the two entitled, "NOT OBSERVED" and "DOES NOT APPLY" have caused confusion among raters. To avoid misinterpretation, these columns are explained as follows:

A. NOT OBSERVED: If a rater has not had the opportunity to observe whether a descriptive statement listed under Section IV applies to an individual being rated, the "NOT OBSERVED" column should be checked opposite the statement being considered. As an example, the statement "Able to Influence Others" might be checked as "NOT OBSERVED" when no instance of this individual's ability to influence others has been observed, thus no opinion in this characteristic is possible.

B. DOES NOT APPLY: Checking the "Does Not Apply" column indicates the lowest rating reflected by the scale. The following examples may be used as an illustration:

1. Checking the "Does not Apply" column for the description "Practical" means this characteristic is present in the least possible degree, e.g., the rated employee is "Impractical".

2. Checking the "Does Not Apply" Column for the description "works under pressure" means that the rated individual does NOT work well under pressure.

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